

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION Executive Assistant		POSITION NUMBER 530-001-1728-002	MCR 1	RPA # DSC 12-007
APPOINTEE Vacant	EFFECTIVE DATE	DIVISION/SECTION Delta Plan		
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R04				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Terry Macaulay	SUPERVISOR'S CLASSIFICATION Acting Deputy Executive Officer	
APPROVED BY (Personnel Analyst's Name) Lynn Borja			DATE	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: The Executive Assistant provides support to Delta Stewardship Council's (DSC) Chief Deputy Executive Officer, Deputy Executive Officer, and their staff. Incumbent performs especially difficult and responsible secretarial work and relieves management of a variety of administrative and office details.				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
50% (E)	Research confidential and sensitive issues related to Delta Plan and Communications Program; develop and implement computer-based Delta Plan performance tracking information systems; implement computer-based CEQA comments and public comments tracking and response management systems; follow up on projects and requests assigned to programs; as delegated by the Deputy Executive Officer review materials submitted by programs for format, content and grammar; assist with Delta Plan development and performance tracking workload and planning standards, staffing requirements, and budgets; draft correspondence and meeting organizational materials for the Deputy Executive Officer.			
30% (E)	Maintain scheduling of calendars for the Deputy Executive Officer and Chief Deputy Director. Coordinate time-sensitive meetings with Council staff, consultants, stakeholders, and other state and federal officials by determining the availability of meeting attendees and the date and time to schedule meeting, and notifying attendees of chosen date, time, location, and subject. Coordinate meeting preparations including room reservations, equipment, room setup, and preparation of meeting materials for monthly Council meetings and other meetings. Coordinate other priority projects for the Delta Plan and Communications programs according to mandated deadlines. Attend staff meetings, take notes, and prepare meeting summaries.			
5% (E)	Type correspondence prepared by the Deputy Executive Officer and consultants for signature by the DSC Chairman and the DSC Executive Officer; review for accuracy, grammatical construction, and format, which requires a thorough knowledge of the DSC's procedures and policies. These sometimes involve large mail merge mailings; research names and contact information for members of the California state legislature, the U.S. Congress, and various other groups to use to prepare spreadsheets for mail merge mailings. Compose cover memos for transmittal of Delta Plan contract invoices for the Deputy Executive Officer.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Terry Macaulay		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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5% (E)	Maintain meeting files of the monthly DSC meetings. Maintain correspondence log and paper and electronic files of DSC correspondence and distribute to appropriate DSC members and staff.			
5% (E)	Make travel arrangements for Chief Deputy Executive Officer and Deputy Executive Officer; prepare travel expense claims in compliance with established travel rules, obtain signatures and submit to Accounting. Prepare travel folder for all travel and meeting information for the Chief Deputy Executive Officer for each trip and maintain travel files.			
5% (E)	Handle callers and visitors and make or return calls for the Deputy Executive Officer to a variety of entities including state and federal officials, stakeholders, and consultants. Back up the Administrative Assistant II to the DSC Chairman and the DSC Executive Officer in his/her absence.			
SPECIAL REQUIREMENTS Ability to independently analyze problems and take effective action Handle sensitive and confidential assignments with tact and diplomacy Work under pressure and time constraints Handle changing priorities Work cooperatively with an interdisciplinary, interagency staff team, officials from state and federal agencies, consultants, stakeholder groups, and the general public Communicate effectively; and maintain consistent and regular attendance				